

# STAFF SERVICES MANAGEMENT AUDITOR

## OPEN EXAMINATION

### SPOT – SACRAMENTO ONLY

CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.  
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

#### DEPARTMENTAL OPEN FOR

EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)

#### POSITIONS EXIST

Positions exist in Sacramento.

#### POSITION DESCRIPTION

The Staff Services Management Auditor classification is a recruiting, training, and development classification for persons qualified to learn management auditing methods. Under direct supervision, the Staff Services Management Auditor is responsible for completing audit work of average difficulty. The incumbent completes specific segments of: departmental performance audits; grant audits, special studies of EDD programs and systems; post-implementation evaluation reviews related to planning and implementing the Department's information technology projects; and audits to determine program effectiveness, efficiency, and compliance with applicable laws and regulations. The incumbent is also expected to adhere to the Institute of Internal Auditors standards; demonstrate personal skill and initiative in communications and work habits; complete assignments in a timely and efficient manner within the form and format prescribed by the Audit and Evaluation Division.

#### SALARY RANGE

\$2,902 - \$4,363 per month

#### EXAMINATION DATES

Final Filing Date: **FRIDAY, MAY 19, 2006**  
It is anticipated that interviews will be held during June 2006.

#### WHO SHOULD APPLY

Persons who meet the minimum qualifications as stated on this bulletin should apply. This is an open examination. Applications will not be accepted on a promotional basis. Career credits do not apply.

#### HOW TO APPLY

To apply for this examination, submit a completed Examination Application (STD 678) **POSTMARKED** no later than the final filing date. Applications received postmarked after the final filing date will not be accepted for any reason. Applications not sent through the U.S. Postal Service (i.e., hand carried to the Human Resource Services Division) must be **RECEIVED BY 5:00 P.M. ON THE FINAL FILING DATE**. The use of EDD metered mail, including interoffice mail (e.g., red or gold bag), and faxed applications are prohibited. Submit applications directly to:

Employment Development Department  
Human Resource Services Division, MIC 54  
Attention: SSMA Exam  
P.O. Box 826880  
Sacramento, CA 94280-0001

***DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD***

**SEE PAGE 2 FOR ADDITIONAL INFORMATION**

**REASONABLE  
ACCOMMODATIONS**

If you need an accessible test location, an interpreter, or other special testing arrangements because of a disabling condition or your religious beliefs, please complete question 2 and/or 3 on page 1 of the Examination Application (STD 678). You will be contacted and necessary arrangements will be made.

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**REQUIREMENTS FOR  
ADMITTANCE TO THE  
EXAMINATION*****Minimum  
Qualifications***

**Note:** All applicants must meet the education requirements for this examination by the final filing date.

**Education Requirements:** Equivalent to graduation from college preferably with a major in accounting, business administration, public administration, or economics and with a minimum of six semester units of accounting. Registration as a senior in a recognized institution will admit applicants to examinations for Staff Services Management Auditor but they must produce evidence of graduation or its equivalent before they can be considered eligible for appointment.

**Experience Requirements:** No experience required. Applicants must meet the education requirements.

***Clarification of Educational  
Requirement***

"Equivalent to graduation from college" means possession of a bachelor's degree from an accredited or approved four-year academic institution.

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***Proof of Educational  
Requirement***

Applicants who meet the educational requirement are required to provide proof that they meet the educational requirement when **submitting their application or at the time of a hiring interview** by providing a copy of their diploma and/or transcripts from an accredited institution. This proof must show that the units are equivalent to a degree and/or would admit the applicant to graduate status on the basis of the degree he or she holds. If an applicant is not able to provide proof of education from an accredited institution at the time of hire, their name may be removed from the eligible list(s).

Educational proof must be in English or an official English translation (i.e., an accredited college, university, or private institution which not only translates the degree/transcripts verbatim, but also explains what the degree/course work is equivalent to in the United States). All documents submitted as proof will become the property of EDD; therefore, do not submit original diplomas.

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**SPECIAL PERSONAL  
CHARACTERISTICS**

Ability to qualify for a fidelity bond and willingness to travel and work away from the headquarters office.

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**EXAMINATION  
INFORMATION**

This examination will consist of a Promotional Readiness Evaluation examination process weighted 100%. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

**Structured Exercise:** Candidates will be required to complete a structured exercise preceding their oral interview.

**Oral Interview:** Candidates will be required to appear before a Qualifications Appraisal Panel (QAP) for an oral interview consisting of pre-determined, job-related questions.

The QAP will assign each candidate a final competitive score based on the information provided in the candidate's response to the structured exercise and their responses to the interview questions. **CANDIDATES WHO DO NOT APPEAR FOR THEIR SCHEDULED STRUCTURED EXERCISE AND/OR ORAL INTERVIEW WILL BE DISQUALIFIED FROM THE EXAMINATION PROCESS.**

**SCOPE OF THE EXAMINATION****A. Knowledge of:**

1. Basic software applications (e.g., Power Point, Microsoft Word, Excel, Outlook, etc.) and equipment (e.g., in-focus, laptops, Personal Computers etc.) to complete various auditing activities including the preparation for presentations.
2. Recognized audit practices and techniques to conduct audit-related activities, and review audit-related findings.

**B. Ability to:**

1. Operate a Personal Computer and/or laptop in order to perform word processing, spreadsheet, and presentation development activities.
2. Work effectively in a team environment using tact and diplomacy when dealing with varied personalities, needs, problems or concerns of individuals and/or groups.
3. Work cooperatively with peers, managers, and customers to ensure timely completion of work assignments and deliverables, and that services conform to departmental goals, objectives, and operating procedures.
4. Communicate effectively to a variety of audiences including staff, management, and customers within EDD, the Labor and Workforce Development Agency, and/or public entities.
5. Analyze data, identifying all facts and implications related to a situation, drawing sound conclusions, and determining recommendations for the appropriate course of action.
6. Conduct fieldwork by identifying, collecting and analyzing the necessary data for interpretation and documenting the results, as it relates to the audited activity, in accordance with recognized auditing standards, policies, and procedures.

**ELIGIBLE LIST INFORMATION**

A departmental open eligible list will be established for the EDD. Eligibility expires 12 months after it is established unless the needs of the service or conditions of the list warrant a change in this period.

**VETERANS PREFERENCE CREDITS**

Veterans preference credits will be added to the final score of those competitors who are successful in this examination, who qualify for, and have requested these points. Due to the changes in the law, which were effective January 1, 1996, veterans who have achieved permanent civil service status are not eligible to receive veterans preference credits. (Please refer to the *General Information* portion of this examination bulletin for additional information regarding Veterans Preference Credits.)

**CAREER CREDITS**

This is an open examination. Applications will not be accepted on a promotional basis. Career Credits do not apply for this exam. (Please refer to the *General Information* portion of this examination bulletin for additional information regarding Career Credits.)

**INQUIRIES ABOUT THIS EXAMINATION**

The EDD encourages all potential applicants to read this entire bulletin. Please refer to page 4 of this bulletin for additional examination information. All inquiries about this examination should be directed to Jamie Lu at (916) 654-1170.

EDD also maintains a 24-hour recorded Automated Call Processing System. This system, which is updated weekly, provides information on upcoming final filing dates for EDD's open and promotional examinations. To access this system from a touch-tone telephone, call (916) 654-6869.

## GENERAL INFORMATION

**THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD)** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances change under which this examination was planned. Such revision will be in accordance with civil service laws and rules and all candidates will be notified.

**IT IS THE CANDIDATE'S RESPONSIBILITY** to contact the EDD, Human Resource Services Division, (916) 654-6869, four weeks after filing his/her application if he/she has not received a Receipt of Application notice. If a candidate's notice of oral interview fails to reach him/her prior to the day of the test due to a verified postal error, he/she will be rescheduled upon written request.

**EXAMINATION APPLICATIONS** (STD 678) are available on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov), at local offices of the Employment Development Department, and at the State Personnel Board, 801 Capitol Mall, Sacramento, California.

If you meet the requirements stated on this bulletin you may take this examination, which is competitive. Possession of the entrance requirement(s) does not ensure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the other candidates who take this test, and all candidates who pass will be ranked according to their scores.

**GENERAL QUALIFICATIONS:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment and ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class.

**EXAMINATION LOCATIONS:** When a written test is part of the examination, it will be given in such places as the number of candidates and conditions warrant. When oral interviews are part of the examination, ordinarily, such interviews are scheduled in the following areas: Sacramento, San Francisco, and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**INTERVIEW SCOPE:** If an interview is conducted, in addition to the SCOPE described on this bulletin, the Qualifications Appraisal Panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs, his/her plans for self-development, and the progress he/she has made in his/her efforts toward self-development.

**ELIGIBLE LISTS:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) departmental promotional, 2) multi-departmental promotional, 3) service-wide promotional, 4) departmental open, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate eligible lists in order of final test scores regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

**CAREER CREDITS:** Career Credits do not apply for this exam. Career Credits are granted only in Open, Nonpromotional examinations, as follows: 1) State employees with permanent civil service status; 2) full-time employees of the State who are exempt from State civil service pursuant to the provision of Section 4 of the Article VII of the California Constitution, meet all qualification requirements specified by the Board, and have 12 consecutive months of service in an exempt position; and 3) members of the California Conservation Corps who have served one full year or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria and who pass the examination. Such examinations cannot be for managerial positions as described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section on the Application Form 678. (Section 4 of the Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

**VETERANS PREFERENCE:** California law allows granting of veterans preference credit in Open and Open, Nonpromotional examinations. Credit in open entrance examinations is granted as follows: 15 points for disabled veterans; and 10 points for all other veterans, widows and widowers of veterans, and spouses of 100% disabled veterans. Credit in Open, Non-promotional examinations is granted as follows: 10 points for disabled veterans, five points for other veterans. Directions for applying for veterans preference credit are on the Veterans Preference Application (Form 1093) which is available from the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001, and participating offices of the Employment Development Department, and on the Internet at [www.spb.ca.gov](http://www.spb.ca.gov).

**HIGH SCHOOL EQUIVALENCE:** Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

EMPLOYMENT DEVELOPMENT DEPARTMENT  
Human Resource Services Division, MIC 54  
P.O. Box 826880  
Sacramento, CA 94280-0001  
Telephone/Exam Hotline: (916) 654-6869  
Web site: [www.edd.ca.gov](http://www.edd.ca.gov)

California Relay Service for Hearing Impaired:  
From TDD Phone: (800) 735-2929  
From Voice Phone: (800) 735-2922

*TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.*